

## LANCASTER COUNTY SHOP SUPERVISOR

### NATURE OF WORK

This is responsible supervisory work directing all activities and functions of the County Shop.

Work involves responsibility for supervising all activities and functions of the County Shop including equipment maintenance and repair operations; operation of storeroom and inventory control activities; building maintenance and repair and yard operations; and maintenance of shop records and reports. Work also involves purchasing materials, parts, supplies and related items for the County Shop as well as for various field districts. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established departmental policies, rules, and regulations. Supervision is received from an administrative superior with work being reviewed in the form of effectiveness of shop operations. Supervision is exercised over a variety of unskilled, semi-skilled, skilled and support staff subordinates.

### EXAMPLES OF WORK PERFORMED

Supervise the functions and activities of the County Shop including equipment maintenance and repair, operation of storeroom and inventory control activities, and maintenance of building, yard, and related facilities.

Supervise record maintenance and report preparation relating to the operation of the storeroom and supply inventory, equipment repair activities and costs incurred.

Monitor operator records of time worked and fuel and materials used; evaluate related required operation reports.

Purchase materials, parts, supplies, fuel and related items for the County Shop and operating districts; check vendor prices to determine lowest possible cost; maintain purchase records and prepare necessary financial reports.

Performs the duties of the Equipment Mechanic Supervisor in his/her absence.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices, and techniques of the operation of a large and diverse equipment shop.

Thorough knowledge of the characteristics and use of a variety of equipment and machinery used in road and bridge maintenance, construction and repair.

Considerable knowledge of the tools, materials, supplies and related items required in the operation of an equipment shop as well as requirements of material and supply needs of field districts involved in road and bridge maintenance and repair.

Considerable knowledge of the principles, practices, and techniques involved in the purchase of materials, supplies, tools, fuel and related items.

Ability to plan, organize, and coordinate the work of unskilled, semi skilled, skilled and support staff subordinates.

Ability to prepare, evaluate and maintain various records and reports.

Ability to establish and maintain effective working relationships with governmental officials, vendors, subordinates, and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school plus thorough experience in the operation of a large and diversified equipment shop in a supervisory capacity.

#### MINIMUM QUALIFICATIONS

Graduation from senior high school plus experience in the operation of a large and diversified equipment shop operation.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

3/77  
Revised 10/95

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